

PARKING METER TECHNICIAN

DEFINITION

To repair, inspect, maintain parking meters; to collect and account for money from meters; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Collections Supervisor.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Wind, test, clean, oil and repair meters on the street and in the meter shop; repair or replace damaged or worn parts and reassembles meters; may paint meter posts.

Collect, record and weight meter revenues; estimate coin amount; prepare meter revenue for deposit; prepare records and reports as needed.

Investigate complaints and reports of malfunctioning meters; keep a detailed log.

Operate a light truck or other vehicle in performing fieldwork.

Order replacement parts, supplies, and equipment.

Replace battery packs in meters; replaces broken meters.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods and materials used in repairing small motors or machines.

Hand tools used in the repair of meters.

Applicable laws, codes, ordinances and regulations.

English usage, spelling, grammar, and punctuation.

Computer equipment and software applications related to assignment.

Ability to:

Learn the operation, repair and maintenance of parking meters.

Use shop tools and equipment in the repair of meters.

Read schematics, manuals and written directions.

Collect parking meter money.

Maintain records.

Work non-traditional hours including split shifts.

Operate computer equipment and software applications related to assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience in the repair of light mechanical equipment.
Cash handling experience required.

Training:

Equivalent the completion of the twelfth grade.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis walk, stand, bend, crouch or stoop, sit for varying periods of time; drive a pick-up truck; use hands and fingers to grasp and use various types of equipment and tools use in

the repair of parking meters; make repetitive hand and body motions; twist and reach below and above shoulder. Communicate over a radio, or telephone; hear communications via radio, telephone or in person; respond to inquiries; use a computer keyboard; re-interpret and write simple and complex reports; bag, lift and carry money bags emptied from meters weighing over 50 lbs. See in the normal vision range with or without correction; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed outdoors with exposure to wet, cold, windy, hot and/or humid conditions. Frequent exposure to traffic, noise, physical barriers and on slippery or uneven surfaces.

5/04